Open Government Metadata Application Profile: Standard

Data and Content Management Division, Data and Artificial Intelligence Branch

Version: 1.1

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Standard Statement

This standard applies to all content in the Open Government Portal and the descriptive metadata that is created and maintained about the content.

Authority

This standard is issued under the authority of the *Government Organization Act* and the Records Management Regulation.

Under the Records Management Regulation, Technology and Innovation has the authority to establish, maintain, and promote the enterprise policies, standards, and procedures for the creation, handling, control, organization, retention, maintenance, security, preservation, disposition, alienation, and destruction of records in the custody and/or under the control of a Government of Alberta department or departments.

Application

This standard applies to all departments defined under section 14 of Schedule 11 of the *Government Organization Act* and agencies, boards, and commissions as defined in schedule 1 of the Freedom of Information and Protection of Privacy Regulation that create and maintain descriptive metadata records in the Government of Alberta's Open Government Portal.

Agencies, boards, and commissions that are not contained within schedule 1 of the Freedom of Information and Protection of Privacy Regulation are encouraged to align with this standard.

Standard Description

The Open Government Metadata Application Profile (OGMAP) presents and describes all the descriptive metadata elements that are to be included in the Government of Alberta's (GoA) Open Government Portal (the Portal). While OGMAP is specific to the Portal, it is expected that other GoA institutional repositories will be able to apply this profile with little or no modification.

The standard is an extension of and in compliance with the Metadata - Core Content Standard, which serves as the foundation of OGMAP and is extended by adding elements to enable enhanced description of the data and information resources in the Portal.

NOTE: Comprehensive information on all OGMAP metadata elements is provided in the Open Government Metadata Application Profile Guideline.

This metadata application profile will be useful to:

- **system developers** who create, implement and maintain the content management system for the Portal;

- **metadata record managers** who ensure the proper understanding, application and entering of the metadata elements; and

- **Portal end-users** who want to improve their ability to find, access and understand the resources described in the Portal. They will also be able to better understand the various metadata elements applied to information resources in the Portal.

Standard Specification

The OGMAP will contain three levels of metadata:

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- **Record-level metadata** – applies to the catalogue record which describes an information resource. All record-level metadata is system-generated. It is included in this profile because it will be displayed to end-users of the Portal or it is expected to be used by other systems to harvest and understand the metadata contained in the records.

- **Resource-level metadata** – applies to the entire resource being described by the catalogue record. The resource itself may consist of one or more component parts; that is, one or more files may make up the resource being described. Possible scenarios include:
    - The resource in its entirety is released in one file, in one format.
    - The resource in its entirety is released in multiple file formats.
    - The resource is released in multiple parts, such as chapters of a book.
    - The resource is released serially, such as a newsletter, and each release is a separate file.
    - A combination of the above. For example, a serial resource may be issued with multiple formats for each issue.
- **Item-level metadata** – applies only to the individual component (file) to which it is attached.

Open Government General Metadata Properties
- Elements followed by an asterisk (*) are part of the [GoA Metadata - Core Content Standard.](#)
- All mandatory elements in the Core Content Standard are mandatory in OGMAP.
- The only element in the Core Content Standard not included in OGMAP is the element Medium ("The physical material used to store and/or retrieve information"). This element was not included because the Portal only includes records for digital information resources.
- The element USAGE CONSIDERATIONS from the Core Content Standard has been renamed ADDITIONAL INFORMATION for the purposes of this profile.
- The element FILESIZE in this profile maps to the EXTENT element in the Core Content Standard.
- Explanations for the table headers are as follows:
    - Name of element: the title used to describe the metadata element.
    - Definition: a short description of the metadata element.
    - Obligation: Indicates whether a metadata element is required to always or sometimes be present, or to always or sometimes have a value.

Obligation Values

Obligation Level	Explanation
M - Mandatory	The element **must** be provided.
MA - Mandatory if applicable	The element **must** be provided, if appropriate for the business context and/or the resources.
R - Recommended	The element **should** be provided, if appropriate for the business context and/or the resources.
O - Optional	The element **may** be provided to add metadata of value based on business requirements.

Record-Level Metadata		
Name of Element	**Definition**	**Obligation**
Collection	The broad metadata collection to which the metadata record belongs.	M
Import Source	The external catalogue or other source from which the metadata for the information resource was harvested.	MA
Metadata Record Creation Date	The date and time the metadata record was created in the system.	M
Metadata Record Creator	The individual responsible for creating the metadata record.	M
Metadata Record Identifier	A unique phrase or string which uniquely identifies the metadata record for the information resource.	M
Metadata Record Update Date	The date and time the metadata record was updated in the system.	M
Metadata Scheme	The name of the metadata schema used (including profile name).	M
Metadata Scheme URL	The electronic location where the documentation for the Metadata Scheme resides.	M
Metadata Scheme Version	The version of the metadata schema used (version of the profile).	M

Resource-Level Metadata		
Name of Element	**Definition**	**Obligation**
Additional Information*	Description of factors that support the effective interpretation and use of the information resource.	MA
Alternative Title*	An alternative name used as a substitute or additional access point for an information resource.	MA
Audience	A group of people for whom an information resource is intended or useful.	M

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Resource-Level Metadata		
Name of Element	**Definition**	**Obligation**
Contact E-mail	The email address of the organizational contact for the information resource, as listed in the Contact Name.	R
Contact Name	The email address of the organizational contact for the information resource, as listed in the Contact Name.	R
Contact Other	Other details of the organizational contact for the information resource, as listed in the Contact Name.	O
Contributor	A person or organization responsible for making significant contributions to the content of an information resource.	MA
Creator*	The business entity responsible for creating or compiling the original content of an information resource.	M
Date Archived	The date at which an information resource should be identified as an archive copy.	MA
Date Created*	The date on which the content of an information resource is created or compiled.	M
Date Issued	The date on which an information resource was originally published or otherwise made publicly available for the first time.	M
Date Modified*	The date on which the content of an information resource is changed.	M
Description*	A concise narrative of the content of an information resource.	M
Frequency	The time interval at which new or updated versions of an information resource are issued.	M
Identifier*	A unique number, code, or reference value assigned to an information resource within a given context.	MA
Issuing Body	The business entity responsible for making an information resource publicly available.	M
Keywords	Uncontrolled vocabulary terms (words or phrases) assigned to describe an information resource.	M
Language*	The specified language of an information resource.	MA

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Resource-Level Metadata		
Name of Element	**Definition**	**Obligation**
Licence	Reference to the legal document outlining access and usage rights for an information resource.	M
Place of Publication	The location, usually a town or city, where an information resource was published.	O
Related Resource	A resource that bears a close relationship to the described resource.	R
Security Classification*	An information security designation that identifies the minimum level of protection assigned to an information resource.	M
Series Title	A distinctive collective title applied to an information resource and one or more other resources that also have their own separate titles.	MA
Spatial Coverage	A geographical area or spatial extent covered by the content of an information resource.	MA
Subject*	A controlled term that expresses a topic of the intellectual content of an information resource.	O
Temporal Coverage	The time period covered by the content of an information resource OR the time period during which the content was applicable.	MA
Title*	The full and formal name given to an information resource.	M
Topic	A controlled term that expresses the broad topical content of an information resource.	M
Type*	The business design or structure used in the presentation and publication of an information resource.	M

Item-Level Metadata		
Name of Element	**Definition**	**Obligation**
Filesize*	The filesize of the item (file) being described.	R

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Item-Level Metadata		
Name of Element	**Definition**	**Obligation**
Format*	The file format or encoding method of the item (file) being described.	M
Item Description	A concise narrative of the content of the item (file) being described.	O
Item Title	The formal or informal name given to the item (file) being described.	M
Item URL	The electronic location where the item (file) being described can be found.	M

Compliance

Non-compliance with this standard could result in the loss of content; breach of confidentiality; breach of privileged information; significant impact to GoA's proprietary rights; damage to GoA's reputation; exposure of Albertans to harm; and/or incurrence of unnecessary costs (including, but not limited to, inability to respond appropriately to a claim in court).

Depending on the severity of non-compliance:
- either informal or formal requests and/or follow-ups may be made by Data and Content Management Division, Corporate Internal Audit Services, Cybersecurity, Privacy Services, Office of the Information and Privacy Commissioner, Office of the Auditor General and/or Public Service Commission, and
- legislated disciplinary action (i.e., *Public Service Act*) may be taken.

References and Supporting Resources
- Government of Alberta Metadata – Core Content standard
- Core Content Metadata Application Profile (CORMAP)
- Open Government Metadata Application Profile (OGMAP) Standard Guide